

Planning & Environmental Services Department

905 NW 8<sup>th</sup> Street

Bentonville, AR 72712

(479) 271-1003

<http://www.co.benton.ar.us/CountyPlanning/Default.aspx>



Planning Staff

Christopher J. Ryan, AICP; Director

Rinke Singh, AICP, Planning Manager

Mary McGetrick, Planning Coord.

Project Number

Date Stamp

## SITE PLAN REVIEW APPLICATION (Form P5)

Site Plan Review for Large Scale Development (LSD) is applicable for all non-residential, non-agricultural development including new development, redevelopment, building additions, the establishment of new enterprise in previously residential or agricultural building and/or lot, and a significant change in use.

**Applications must be submitted in person. Please make an appointment with a staff planner so that you can discuss your project and they can determine if you have submitted a complete application. PLEASE NOTE: INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED.**

**Project Type:** New Submittal  Resubmittal  Amended Site Plan

**Checklist Summary** (see end of application for a complete checklist)

- Completed application with original signatures
- Eight (8) sets of folded site plans
- Eight (8) sets of color photographs
- Application Fee (cash, check, money order)
- CD, DVD, or memory stick with all of the application files in electronic format (PDF)

**Basic Information**

Project Title:

Project Description (please use cover letter for large projects):

Assessor's Parcel Number(s):

Street Address:

Location (Municipality or Area):

**Project Information**

Project Land Area (acres/sq. ft.) Total disturbed area 4.6 acres

Land Use: Existing: Timber and pasture Proposed: Non-residential park

Building Size(s) in Existing Structure(s): n/a Proposed New Structures: Changing structure

Is the lot in a Floodplain? Yes  No

<p><b>Builder/Developer:</b> <u>City of Siloam Springs</u></p> <p>Phone: <u>479-238-0927</u> Fax: _____</p> <p>Email: <u>dcameron@siloamsprings.com</u></p> <p>Mailing Address: <u>PO Box 80</u></p> <p>City: <u>Siloam Springs</u> Zip: <u>72761</u></p> <p><input type="checkbox"/> Send Certificate of Occupancy to this address</p>	<p><b>Property Owner:</b> <u>Fisher Ford LLC (see attached agreement)</u></p> <p>Phone: <u>479-464-1583</u> Fax: <u>479-464-1580</u></p> <p>Email: <u>rbrothers@wffmail.com</u></p> <p>Mailing Address: <u>PO Box 1860</u></p> <p>City: <u>Bentonville</u> Zip: <u>73712</u></p> <p><input type="checkbox"/> Send Certificate of Occupancy to this address</p>
<p><b>Engineer/Surveyor:</b> <u>Recreation Engineering and Planning/Crist Engineers, Inc.</u></p> <p>Phone: <u>303-545-5883</u> Fax: <u>303-545-5883</u></p> <p>Email: <u>shane@boaterparks.com,</u> <u>snoland@cristenengineers.com</u></p> <p>Mailing Address: <u>485 Arapahoe</u></p> <p>City: <u>Boulder, CO</u> Zip: <u>80302</u></p>	<p><b>Architect:</b> <u>n/a</u></p> <p>Phone: _____ Fax: _____</p> <p>Email: _____</p> <p>Mailing Address: _____</p> <p>City: _____ Zip: _____</p>

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Certification**

I certify under penalty of the laws of the State of Arkansas that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by Benton County, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

**Owner/Authorized Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner. Written authorization from the legal property owner is required at the time of application or the documents will not be accepted.

**Design Professional Information (as applicable)**

Company:

Contact Name:     
LAST FIRST MI

License Type and Number:

Telephone:  Fax No:

Alt. Tel:  Cell No.:

Address:      
STREET CITY STATE ZIP

E-Mail 1:  E-Mail 2:

**OFFICE USE ONLY**

Application Fee: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_

Accepted as Complete by: \_\_\_\_\_ Date: \_\_\_\_\_

Date of 1<sup>st</sup> Planning Board Meeting: \_\_\_\_\_ Date of Public Hearing: \_\_\_\_\_

Approved by Planning Board: Yes  No  Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Plan Review Checklist** (Please submit a copy along with completed application)

**ITEMS REQUIRED FOR A SUCCESSFUL SUBMISSION.**

- Eight (8) copies of site plan (see required contents below).
- Notification of all property owners adjoining the development. Either certified mail receipts or a signed letter by all surrounding property owners.
- Completed application
- Review Fee of \$300.00 (Chapter XII Administration and Enforcement).
- Cover letter describing the scope of the proposed development and listing any waivers requested.
- Other information based on specific use proposed (e.g. blasting report for mining or quarry)
- CD/DVD/Memory Stick of electronic versions of all application documents

**REQUIRED SITE PLAN CONTENTS**

The list below is a checklist for the convenience of the applicant but is not a definitive list of plan requirements. Please refer to the complete list of required elements in Chapter X, COMMERCIAL AND INDUSTRIAL LARGE SCALE DEVELOPMENT attached below.

**Note on waivers:** If any site plan element is determined by the applicant to be irrelevant or inapplicable to the proposed development, please indicate by noting “NA” next to the provision below. For elements that developers do not wish to adhere to, waiver request(s) must be attached in the cover letter and separately listed in notes on the site plan. Each request for waiver of plan elements must cite the specific section where the provision is noted and note a reason for the request.

- Title Block containing adequate description of plat, applicant’s name, address or adequate location description.
- North Arrow
- Map Scale: Written and graphical. Must not be less than one (1) inch to one hundred (100) feet.
- Location Map Inset of surrounding area and bounding roads.
- Signature Lines for notarized signatures of property owners.
- All existing Monuments.
- Distance, Bearing, and Chord Measurements along property lines.
- Building and utility Setbacks.
- Surveyor’s Certificate.
- Sheet Size of 18” x 24” or greater

**Legal Description** (written): If not part of an existing subdivision, then this description will be based upon the existing Deed of Record which shall read clockwise and agree with the measurements and bearings indicated on the survey map.

**Ground Contour Lines** based upon USGS 7.5 minute Topographic Quadrangle datum at (5) foot intervals.

**Floodplain Status**: The FEMA 100-Year Flood Elevation if property located within the 100 year flood plain. Otherwise a note shall be provided verifying that the property is not within the 100 year flood plain. A floodplain Development Permit is required of all proposed commercial and industrial developments identified to be in or questionable as to its coincidence with relation to FEMA designated Special Flood Hazard Areas to ensure conformance with the provisions set forth in County Ordinance 0-91-29, adopted September 12, 1991 (See Appendix C).

Existing Development Information:

- Existing parcels, lots, and blocks
- Roads, streets, driveways, parking, loading including dimensions and surfaces
- Existing buildings and structures (incl. site features such as fences, wells, etc.)
- Existing utilities
- Existing easements or rights-of-way (incl. type, dimensions, recording information)

Proposed Development Information:

- Proposed parcels, lots, and blocks
- Roads, streets, driveways, parking, loading including dimensions and surfaces
- Existing buildings and structures (incl. site features such as fences, wells, etc.)
- Existing utilities
- Existing easements or rights-of-way (incl. type, dimensions, recording information)

**Access and Parking**: Plans shall provide the following:

**Parking Area Design**: note the layout and dimensions of the parking area, the composition of parking surfaces, any curbing or gutters, landscaping, striping and pavement markings, lighting, signage, dimension the width of ingress/egress (exit/entry points from public way) and drive aisles and the dimensions of parking stalls.

**Parking Requirement Calculations**: provide a table on site plan showing required parking calculations

Parking lots accommodating more than ten (10) vehicles will have a Continuous Circulation Pattern as opposed to a dead-end.

**Handicapped Parking**. Stall width should be eight (8) feet wide. This should adjoin a five (5) foot access islands.

**Joint Parking Facilities**: note any joint parking arrangements plus a description of operational details and a copy of any agreements.

**Parking Area Buffers**: note any buffers intended to screen parking areas specifically

**Access Roads**: Please refer to Section 2(B)(2) of Chapter X of the Benton County Planning Regulations.

**Screening and Buffering**. Adjoining incompatible uses should be buffered with landscaping, walls, berms, or similar treatments. A note shall be provided on the plan that the owner is responsible for the maintenance and replacement of the landscape buffer. Please refer to Appendix B of the Planning Regulations for details regarding landscape buffers.

Loading Areas. Marked to exclude parking. Must be designed to keep trucks out of public right-of-way.

Stormwater Management Plan. Indicate on plan storm drainage infrastructure and off-site drainage study. If study indicates an increase in peak flow discharge downstream, the developer shall construct a detention facility or an alternative LID methodology that shall control the peak runoff rate. The County also recommends minimizing impervious surface to limit the need for such facilities.

Water Quality Standards: Regardless of development size, a state approved septic disposal method is required of all commercial and industrial developments. All disposal system criteria must meet or exceed septic requirements as established by the Arkansas Department of Health in accordance with Act 402 of 1977 as amended.

Wastewater Control: Developers shall produce a permit from the appropriate agency ensuring connection to an adequate public wastewater disposal system if reasonably available.

On-Site Sewage Disposal: Where connection to an adequate (approved) public wastewater (sanitary sewer systems) disposal system is not reasonably available, plans approved by the State Department of Health for use of an on-site wastewater treatment is required.

Solid Waste Disposal. Applicants will provide a statement on the plan explaining how solid waste items will be disposed of.

Sedimentation and Erosion Control: Developers must minimize the area disturbed by construction activities at all times during construction activities and promptly revegetate (or mechanically stabilize) areas disturbed by construction activities. Developers shall use commonly accepted standards to limit erosion and siltation.

Environmental Compliance: The Planning Board reserves the right to require written confirmation from the appropriate agency (ies) confirming the developer's compliance with any and all environmental regulations including but not limited to: air pollution codes (quality), hazardous chemical (s) management and disposal, above and below-ground storage tanks, compliance with historical, cultural, and archeological preservation issues, threatened/endangered species of state-wide and/or national importance, and any other concerns applicable to the issuances of a development permit. Applicant should provide any information related to environmental impact as part of application. However, the Planning Board may request additional information from the applicant or direct the applicant to provide permits, letters, or reports in support of environmental impact or mitigation methods.

## **IMPORTANT ISSUES TO CONSIDER**

Applicants may need additional approvals or permits from other agencies or departments. It is highly recommended that applicants seek these permits up front prior to making an application with the Planning Board whenever possible or concurrently so that if the approval is required before a Planning Board decision can be made on the application that other permits do not unnecessarily delay approval.

- Address(s) and new streets approval: for developments that require new address or are proposing a new street, please contact *911 Administration at 479-271-1085*
- Hazardous Chemical Compliance (*see form included in packet*)
- Approved Septic Disposal Method: provide a copy of the Health Department permit as part of application packet or as soon as available (*contact Health Department 479-986-1300*)
- Streets/Roads: For new streets/roads or modifications to existing roads including turn lanes, new curb/gutter, new ingress/egress (curb cut), please contact the Road Department and discuss. Suggest providing comments from Road Department in the form of a letter to the Planning Board
- Stormwater Detention Plan: provide studies or reports with application as needed
- Sedimentation & Erosion Control: provide best management practices on site plan and add narrative to cover letter as needed.
- Solid Waste Disposal Contract: please attach to application as needed
- Public Utilities Service Agreement: please provide any public utilities service agreements or contracts
- Please provide a service acceptance letter from the Fire Department with jurisdiction.
  - Verification of compliance with Arkansas Fire Prevention & Safety Code as needed